



# EMC NEWS

Summer 2016

2016 EMC ELECTIONS | EMC @ WORK | WELLNESS

**Not only is 2016 the year to vote for President, it is also the year to vote for EMC Representatives**

The Process Begins July 1



## Employee Management Committee

The Employee Management Committee (EMC) provides a way for management and employees to talk about issues and concerns relating to employment matters. The Ordinance, which was created in August 2004 and updated in June 2006, continues to offer a way for employees to serve on the EMC.

The EMC is made up of three department directors who take turns serving on the committee, the City Manager or her representative, Human Resources staff, employee association representatives, and one employee representative from each of the seven (7) Equal Employment Opportunity (EEO) categories. The Ordinance requires EEO category representatives of the EMC to be elected and serve for a period of three years.

## Petition Timeline

The position of an EEO representative on the EMC can be held by individual employees or registered employee associations. Any employee interested in representing his/her EEO category on the EMC must turn in a petition to the City Clerk's Office **no later than 4:30 p.m. on September 30, 2016**, with the minimum number of signatures (see chart to the right). Petition signatures can be collected from **July 1 - September 30, 2016**. The EMC election will be held in October.

While you may see sample petitions, the **official petition** that must be used will be available beginning July 1, 2016 on the [EMC page of the Employee Information website](#) or by contacting your department's Employee Relations Business Partner. Part-time employees, temporary employees, and Uniform employees of the Fire and Police Departments, along with all employees covered by Meet and Confer (including Park Police Officers and Airport Police Officers), are not eligible to sign petition forms. More information about the election, including a list of job titles and their EEO categories, is also available on the [EMC Page of the Employee Information website](#). Please note that any work towards the election for the EMC must be done on your personal time.

## For Additional Information

You are encouraged to take advantage of this opportunity to provide suggestions and feedback through the EMC. If you have questions about the EMC and the upcoming EMC elections, please contact Sony Peronel at 207-4437 or visit the [EMC Page of the Employee Information website](#).

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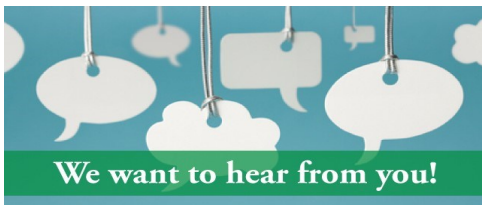
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excellence in all we do

## COREValues

Teamwork • Integrity • Innovation • Professionalism

EEO Category	Signatures needed for petition
Professionals	173
Technicians	33
Protective Services	33
Para-Professionals	72
Office/Clerical	66
Skilled Craft	95
Service/ Maintenance	88



# EMC@Work

Throughout the year, the EMC subcommittees meet and plan on a regular or as-needed basis. Here are a few updates:



## Policy Subcommittee

The Policy subcommittee was formed this year to review and update the City's Administrative Directives. The group meets on an as-needed basis and currently there are no Administrative Directives under review.

## Compensation (Pay) Subcommittee

The Compensation subcommittee met in June and discussed a few important topics. The new Fair Labor Standards Act (FLSA) rules were released May 18, 2016 and become effective December 1, 2016. These new rules say that any employee who makes an annual salary of up to \$47,476 is eligible to receive overtime pay. There were not any changes to the job duties test. This is the first change since 2004, and this rule will be updated every three years.

The City will be impacted from these rule changes through 172 unique job titles and approximately 1,300 positions. Preliminary overtime estimates are \$3 million. Human Resources is working with department leadership to review the overtime estimates and with the EMC Compensation Subcommittee to develop employee communications.

## Communications Subcommittee

The Communications subcommittee met in April and primarily discussed the newsletter content for this current issue. Additionally, all EMC members are completing biography sheets, and within the next few months will have their photos taken. This information will be used to update the EMC page of the Employee Information website. Please reach out to your EMC representative with any ideas you have for this newsletter.

Since the EMC focuses on issues affecting all City civilian employees, it is important to offer opportunities for employees to share their feedback and ideas.

There are many ways for you to be heard by the EMC and here are just a few:

### Talk to your representative

Each EEO group has one representative on the EMC.

### Email the EMC

Send your thoughts and concerns to [EMC@sanantonio.gov](mailto:EMC@sanantonio.gov).

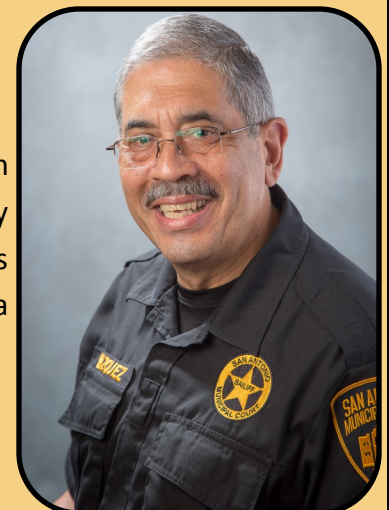
It is important to note that the EMC cannot address issues of individual employees. See your Employee Relations Business Partner for help with individual issues. If your ideas or issues impact all employees, please reach out to your EMC representative.

**We hope to hear from you soon!**



Humberto Vazquez is a six-year employee who began his City career in Public Works (Transportation & Capital Improvements) and is currently serving as a Bailiff in Municipal Court. Humberto represents the Protective Services employees and chose to serve on the EMC to improve employee benefits, and to play a role in the continuing improvement of employee morale.

Humberto is a former peace officer and retired Air Force Reservist.



### WHICH FOODS TO CHOOSE?

Do you often wonder exactly which foods are better for you than others? We hear some fat is good and some sugar is good, but we may not often know which foods provide the good stuff our bodies need. There's also the carb debate—no carbs or some carbs? Who can keep up, especially when dining out?

Here are a few tips on foods to choose at your favorite restaurant, courtesy of our

UnitedHealthcare [Health Coaches](#). Keep in mind that these are just general rules. Everyone's dietary needs are different, so be sure to check with your doctor about what foods are best for you.



#### BREAKFAST

- Fresh fruit or a small glass of citrus or tomato juice.
- Whole-grain bread, bagel or English muffin with a touch of jelly.
- Whole-grain cereal with sliced banana and low-fat or nonfat milk.
- Oatmeal with nonfat milk and fruit.
- Vegetable omelet made with egg whites or egg substitute.

#### LUNCH

- Salads with lots of fresh, colorful vegetables; a serving of lean protein (skinless chicken, turkey, hard-boiled eggs, cottage cheese, roast beef), and a spoonful of beans.
- Sandwiches made with lean meats on whole-wheat bread or wraps. Add lettuce and tomato.
- Large bowl of bean or vegetable soup. Good choices include pasta fagioli, minestrone, chicken and vegetable, mushroom barley, beef and barley, lentil and split pea (without ham).
- Pizza with extra vegetable toppings and half the cheese. Forget the high-fat meats.

#### APPETIZERS

- Shrimp or crab cocktail (limit cocktail sauce if watching sodium)
- Steamed seafood (clams, mussels, etc). Don't dredge in butter.
- Melons or fresh fruit.
- Bean or vegetable soups.

#### BEVERAGES

- Water with lemon.
- Flavored sparkling water (non-caloric).
- Juice spritzer (half fruit juice and half sparkling water).
- Iced tea, unsweetened.

#### ENTRÉES

- Grilled chicken and fish.
- Pasta with red sauce or with vegetables (primavera). Avoid cream sauce. Ask for extra veggies and less pasta. Watch portions.
- Look for lower-fat, grilled, broiled, steamed, poached, or roasted entrées.
- Limit the amount of butter, margarine and salt.
- Breaded, batter-dipped and tempura all mean fried, which means heavy in fat.
- Watch out for croissants, biscuits, quiches and pastries. Pick hard rolls, bread sticks, French bread or whole-wheat buns.

#### SALADS/SALAD BARS

- Fresh greens, lettuce and spinach.
- Fresh vegetables, including tomato, mushrooms, carrots, cucumbers, peppers, onions, radishes, broccoli.
- Beans, chickpeas and kidney beans (not mixed in dressing).
- Dressings. Drizzle a small amount of balsamic or other vinaigrette and stretch with vinegar and or lemon juice, or pick a marinated salad instead.

#### SIDES

- Ask for sides without butter or margarine.
- Ask for a steamed vegetable to go with your entrée.
- Ask for mustard, salsa or low-fat yogurt instead of sour cream or butter.

#### DESSERT/COFFEE

- Fresh fruit.
- Nonfat frozen yogurt.
- Sherbet or fruit sorbet. Ask for a small portion.
- Share a dessert.



# FIND IT HERE!

Looking for something on the City's website? In every issue of *EMC News*, we will highlight a specific page of the site and point out where you can find valuable information.

## [saspeakup.com](http://saspeakup.com)



## [sanantonio.gov/budget](http://sanantonio.gov/budget)



## Budget Information

You may remember, in our last issue of *EMC News*, our main story offered an overview of the budget process, so we thought you might like an update on how things are moving along.

During April and May, the City collected 5,100 responses from residents about what's important to them for the 2017 budget, and here are the top five priorities:

- Streets, drainage, sidewalks, and transportation
- Public Safety (more firefighters and police officers)
- Neighborhood Services (health & human services, code enforcement, animal care services, and libraries)
- Parks & Recreation
- Workforce & Economic Development

This feedback was presented to City Council on June 8, and keeping this feedback in mind, the City will draft a proposed budget. Once that happens, you'll have a chance to speak up again. Be sure to check these two websites for a schedule of public meetings that will be held at the end of August. If you have a budget suggestion, please feel free to add it to the Budget Input Box in your department.

## City Workplace Reminders

Many employees have a City computer and some receive a stipend for their cell phone so it can be used for work purposes. With the use of this equipment comes a few rules we need to know about that can be found in [Administrative Directive 7.4A Acceptable Use of Information Technology](#).

Basically, what this AD says is that all employees are responsible for using this technology in an appropriate and lawful manner. Inappropriate use of information technology exposes the City to internal and/or external vulnerabilities that may reduce the availability of these systems. Be sure to read the complete AD for a full understanding of the policy, but a few key things to remember are:

- there is no expectation of privacy when using any City-administered information technology system;
- COSA is required to protect public assets and resources;
- all information generated, processed, stored, or entrusted on any City-provided information technology system is property of COSA; and
- email may not be automatically forwarded or directed to non-COSA email addresses



# 2016 City of San Antonio Employee Service Appreciation Day

*Saturday, October 8<sup>th</sup>*

Planning is in the works for this year's Employee Service Appreciation Day. If you are celebrating a five-year milestone service anniversary this year, meaning you have 5, 10, 15, 20, 25, 30, 35 or 40 years of service with the City, then you should have recently received a "Save the Date" postcard in the mail. Please mark your calendars for Saturday, October 8. This is the day **YOU** will be celebrated at a Spurs game!

An invitation with more details will be hitting your mailbox later this summer. A special page on the [COSAweb](#) is dedicated to you and this event. Right now it includes a list of frequently asked questions and a list of all honorees. Over the coming weeks, this page will be updated with new information, so be sure to visit it a few times before October 8 to ensure you have the latest details.

If you have questions and do not find the answers you are looking for on the [COSAweb](#), please contact your department's Business Partner or Human Resources Customer Service at 207-8705 or via e-mail at [hrcustomerservice@sanantonio.gov](mailto:hrcustomerservice@sanantonio.gov).

## Department HIGHLIGHT:

The Parks & Recreation Department is comprised of more than 650 employees. Their mission is to provide exceptional parks, facilities, programs, and services to improve the quality of life for all.

### Fun Parks Facts:

- Total Parks: 247
- Over 15,000 park acreage
- Over 50 miles of Greenway trails
- Community Centers: 26
- Outdoor Pools: 24
- Dog Parks: 8
- Skate Plazas: 16

If you haven't visited a City park recently, the summer season is a perfect time to enjoy all they have to offer. For information about Parks' programs and events, please visit their website at <http://www.sanantonio.gov/ParksAndRec/Home.aspx>.



CITY OF SAN ANTONIO  
**PARKS & RECREATION**

